

Annual Reviews: Parents Guide

"Getting it right for every pupil"



Annual Reviews



Each year, your child's EHC plan should be reviewed as part of the Assess, Plan, Do, Review cycle. The review is to ensure that the plan is fit for purpose. As a result of the review, you may agree that the child no longer needs an EHC plan, that the plan should be updated, or that additional support is needed.

The annual review is an opportunity to get parents, carers and all professionals involved to discuss the past year and consider the year ahead. Your child will be told about the meeting and their views on the relevant areas will be sought after and if appropriate they will be invited to attend the first part of the meeting. It's a chance for families to highlight what they believe is or isn't working well. And it is a time to ask any questions or ask for further support.

Who is involved?



- Parents/Carers and the child or young person.
- Class Teacher and senior teacher or senior leader.
- Relevant professionals who are actively involved with your child such as Educational Psychologist, Speech and Language Therapist, Occupational Therapist etc
- The person leading the review is usually a senior teacher or senior leader, but in some circumstances an independent facilitator may be invited.

What I need to do?



You will receive your annual review invite 2 weeks before the review is set to take place. You will also receive some important paperwork that we need you to return before the review.

Section A of my child's EHCP

You will receive a copy of Section A of your child's current EHCP; with the following headings. We ask parents to read this carefully, indicate any changes that are appropriate and return it to school. This will be submitted to KCC SEN with the annual review paperwork. This will ensure that your child's EHCP truly reflects your child.

- The views, interests and aspirations of the child and their parents or of the young person
- Background information and the family's views
- Our views about what is working well. What needs to stay the same and what needs to change
- Our hopes for our child/young person and in the future

Other important documents



Teachers Feedback/Annual Review Report

You will receive a report from the teacher prior to the review. The information in this report is taken directly from your child's current EHCP and highlights any recommended changes the teacher has identified. This report will be discussed during the annual review at which changes can still be made.

Reports from professionals

If your child has involvement from other agencies, such as Health (Speech and Language Therapist, Occupational Therapist or Physiotherapist) school will request a report prior to the review, they should share this report with you once it is written.

Post 16



Post 16 reviews will focus on preparing for adulthood; including employment, independent living, participation in the community and planning for good health. Transition planning will include discussions regarding the young person's wishes, eg. Educational courses and career aspirations. This is also an opportunity to prepare to help young people move on from children to adult care and health services.

After the review



The school will submit all completed paperwork to KCC SEN after the review. It is then up to the local authority to decide if they are going to implement the recommended changes or if the plan will be maintained as it is. If you can have questions relating to the outcome of the annual review you should contact KCC SEN directly to discuss this. The class teacher will plan and deliver the personalised education agreed at this meeting (outcomes & short steps for the child or young person) regardless of whether the EHCP is updated.

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